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| To: | opdirector@officegreen.com ; hrrspecialist@officegreen.com ; svvp@officegreen.com |
| Subject: | <i>[Action Required] Decision needed to make progress on Plant pals delivery rate.</i> |
| <p>Hi the Director of Operations, the HR Specialist, the Senior Vice President of Human Resources, and the Director of Product.</p> <p>I hope you are doing well. I really appreciate your contributions to the success of the Plant Pal project scheduled to launch in December. As you already know, I am the Project Manager.</p> <p>I would like to bring an issue to your attention. We are testing the Plant Pals project before the official launch, it was noticed we don't have enough drivers to deliver all of the orders on time. So far, the drivers have delivered only 80% of the plants successfully.</p> <p>Due to this issue, customer satisfaction has suffered, and some customers have already canceled their subscriptions. Continuous delay in delivery rate could create even more issues—setting back the project timeline, risking product quality, and hurting revenue.</p> <p>Thus, we need to raise the on-time delivery rate to at least 90% to avoid sending the next batch out late. I am suggesting hiring more drivers and reassessing the delivery routes in order to improve future delivery rates. I propose we meet to discuss these options. Will you be available tomorrow by 3pm?</p> <p>Thank you for your consideration and time.</p> <p>Lilian Agbo Project Manager, Office Green ugwulilian@gmail.com</p> | |